

Adopted: September 2001, Revised: \_\_\_\_\_**Class Title: Assistant Director of Information Technology****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Develops the Citywide information strategy and the long and short range plans for the department. Provides leadership in the areas of telecommunication and technology. Sets policies and procedures, technical standards, methods and priorities. Acts as a liaison between information technology and other City departments. Monitors state and federal legislation and recommends action. Provides oversight and participates in projects, studies, and the development of franchise agreements. Manages departmental budgets, personnel issues, and takes responsibility for any necessary duties in the Director's absence.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides leadership by managing the development and implementation for departmental and Citywide technology plans.
2	S	Oversees departmental operating and revenue budgets by developing and submitting the budget and monitoring expenditures.
3	S	Monitors regulatory issues impacting the city's use of technology including telecommunications, by recommending the action to be taken, drafting legislation, and developing and reviewing franchises and ordinances.
4	S	Manages and guides personnel by resolving personnel issues, hiring and developing personnel, and completing performance evaluations.

Adopted: September 2001, Revised: \_\_\_\_\_**CLASS REQUIREMENTS:**

<b>CLASS REQUIREMENTS</b>	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Masters degree-level of study.
Experience	Seven years experience.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read contracts, proposals, agreements, ordinances, State and federal legislation, technology plans, journals, and general correspondence.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as involved budgetary calculations.
Writing	Work requires the ability to write briefings, plans, reports, presentations, memorandum, contracts, legislation, policies, and procedures, and technical and general correspondence.
Managerial	Managerial responsibilities include providing leadership and management for departmental budget and department-wide personnel issues, planning and scheduling staff, and leading special technology and telecommunications initiatives.
Budget Responsibility	Responsible for the final approval of one departmental budget and presents the budget to the Budget Office and Senior Management and is authorized to approve budgeted expenditures up to the amount that requires the approval of Senior Management.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended. Work requires initiative, independent analysis and judgement.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with other regional cities and various state and federal agencies is required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions are conducted with customers, brokers and sales representatives.

Adopted: September 2001, Revised: \_\_\_\_\_**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Meetings, presentations, copier, fax machine
Sitting	F	Computer, desk work, answering telephone, meetings
Walking	O	Inter-office, between buildings
Lifting	R	Files, reports, boxes
Carrying	R	Files, reports, boxes
Pushing/Pulling	R	File cabinet drawers
Reaching	O	Files, reports, boxes, telephone
Handling	O	Files, reports
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Filing in file cabinet drawers
Twisting	R	To/from desk and computer
Climbing	R	Stairs
Balancing	R	On stairs
Vision	C	Computer, desk work, reading, writing, use of office equipment
Hearing	C	Communicating with personnel and general public, on telephone, meetings
Talking	C	Communicating with personnel and general public, on telephone, meetings, presentations
Foot Controls	N	
Other (specify)	N	

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Fax machine, copy machine, calculator, telephone, general office supplies, computer, printer, standard Windows and Office software

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	N
Other (see 3 below)	N

(3)